



**Quality Performance
Accreditation**

REGULATIONS

**Kansas State Board of Education
School Improvement & Accreditation Team**

Effective December 27, 1996

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Education Priorities for a New Century

The Kansas State Board of Education is charged with the general supervision of public education and other educational interests in the state. While clearly acknowledging the role and importance of local control, the State Board of Education has the responsibility to provide direction and leadership for the supervision of all state educational institutions under its jurisdiction.

With this in mind the Board has adopted the following mission:

The Kansas State Board of Education promotes student academic achievement by providing educational vision, leadership, opportunity, accountability, and advocacy for all.

The Board believes that focusing on this mission will lead to an educational system which is embodied in the following vision statement:

Schools will work with families and communities to prepare each student with living, learning, and working skills and values necessary for caring, productive, and fulfilling participation in our changing society.

To this end the State Board has established the following priorities to guide its work to begin a new century:

- Improve teaching in Kansas schools utilizing performance measurement for teachers and creative approaches to effective teacher recruitment, preparation, and development.
- Raise the achievement of students with an emphasis on low achievers to acquire basic academic skills.
- Continuously improve state curriculum standards and assessments.
- Address the needs created by changing enrollment trends.
- Ensure that students read at the appropriate level, including diagnosis of skills and the use of effective interventions.
- Ready children to learn by supporting families with quality early childhood and primary programs.



Kansas State Board of Education

Kansas State Education Building

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91-31-16. Definitions.

- (a) "Accreditation cycle" means a five-year process in which schools are evaluated by the state board for school improvement, accountability, and student performance.
- (b) "Accreditation team" means the on-site team that conducts the accreditation visit.
- (c) "Accreditation visit" means the on-site visit within the accreditation cycle conducted for the following purposes:
 - (1) Reviewing the school's progress towards achieving improvement in targeted areas; and
 - (2) making a recommendation to the state board regarding the school's accreditation status.
- (d) "Accredited" means that a school meets state board accreditation requirements.
- (e) "Accredited conditionally" means that a school has failed to meet the requirements for accreditation and shall have one year to meet the requirements for accreditation by implementing a corrective plan.
- (f) "Annual report" means a report submitted yearly to the state board that contains updated information regarding the required state indicator data.
- (g) "Appeal team" means a group of individuals appointed by the commissioner of education who are responsible for resolving an appeal of an accreditation recommendation.
- (h) "Candidate" means a school that has begun its initial accreditation cycle to become accredited.
- (i) "Continuous improvement" means advancement utilizing data from three or more aligned measurements of performance in targeted areas of student performance when compared to results of previous years. These measurements of performance shall include the Kansas assessments and two or more locally determined measurements of performance.
- (j) "Curriculum standards" means statements of what students should know and be able to do in specific content areas.
- (k) "Formal relationship" means any professional service to a school, including services as a consultant or past or present employee, or any relationship to any employee or student of the school or school district.

- (l) "Local board of education" means the board of education of any unified school district or the governing body of any nonpublic school.
- (m) "Non-accredited" means that a school does not meet state board accreditation requirements.
- (n) "On-site team" means the group of individuals selected by a school to conduct on-site visits.
- (o) "On-site visit" means a visit at the school by an on-site team during the accreditation cycle.
- (p) "School" means an organizational unit that, for the purposes of school improvement, constitutes a logical sequence of elements that may be structured as grade levels, developmental levels, or instructional levels.
- (q) "School improvement plan" means a plan developed and submitted by a school to the local and state boards stating specific plans for achieving continuous improvement in student performance in each area targeted for improvement.
- (r) "Standards of excellence" means the expectations for academic achievement that the state board has set for Kansas schools.
- (s) "State assessments" means the assessments that the state board administers in order to measure student learning within the Kansas curriculum standards for mathematics, reading, science, social studies, and writing.
- (t) "State board" means the state board of education.
- (u) "Unit of credit" means a measure of credit that may be awarded to a student for satisfactory completion of all of the coursework of a particular course or subject. A full unit of credit is credit that is awarded for satisfactory completion of a course or subject that is offered for and generally requires a minimum of 120 clock hours to complete. Credit may be awarded in increments based upon the amount of time a course or subject is offered and generally requires to complete. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Dec. 27, 1996; amended Aug. 27, 1999.)

91-31-17. Collection of data.

Each school and district shall collect, maintain and report to the state board data requested by the state board, including data concerning the following:

- (a) student achievement on state assessments;
- (b) student achievement on other assessment instruments;
- (c) student success indicators;
- (d) school performance on success indicators; and
- (e) school performance on staff development indicators. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Dec. 27, 1996.)

91-31-18. School improvement plan.

- (a) Each school shall develop a school improvement plan. The school shall submit the plan to the state board for review, after approval by the local board. Within 60 days, the local board shall be notified by the state board of any deficiencies in the school improvement plan.
- (b) Each school shall write its school improvement plan for at least one accreditation cycle.
- (c)
 - (1) Each school shall include in its school improvement plan the areas targeted for improvement. These targeted areas shall reflect the state standards established by the state board. Each school improvement plan shall include a results-based staff development plan focusing on the results of the instruction or training for individuals and schools.
 - (2) Until the building standards of excellence established by the state board are met in each subject area, each school shall target for improvement three of the following academic areas:
 - (A) Mathematics;
 - (B) reading;
 - (C) science;
 - (D) social studies; and
 - (E) writing.
 - (3) Two of the three areas targeted for improvement shall be mathematics and reading until the school has achieved the building standards of excellence established by the state board for those subject areas.
- (d) Each school may include in its school improvement plan additional areas targeted for improvement.

- (e) school shall document and maintain records regarding student performance in each area targeted for improvement. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Dec. 27, 1996; amended Aug. 27, 1999.)

91-31-19. Board of education requirements.

- (a) General. Each local board of education shall assure that each school meets the requirements of this regulation.
- (b) Staff.
 - (1) Except as otherwise provided in this subsection, in filling positions for which a certificate is issued by the state board, each district shall employ persons who hold certificates with specific endorsements for the positions held.
 - (2) If a teacher holding an appropriate certificate is not available, a school district shall use a substitute teacher holding a valid Kansas teacher or administrator certificate at any level or in any field or subject. A school district shall not allow any person holding a Kansas teaching certificate to substitute teach for more than 125 days in the same assignment.
 - (3) If a substitute teacher holding a valid Kansas teacher or administrator certificate is not available, a school district shall use a substitute teacher holding a valid Kansas substitute teaching certificate. A school district shall not allow a person holding a substitute teaching certificate to teach for more than 90 days in the same assignment.
 - (4) If a substitute teacher holding a valid Kansas substitute teaching certificate is not available, a school district shall use a person who holds a baccalaureate degree and an emergency substitute teacher certificate. A school district shall not allow a person who holds a baccalaureate degree and an emergency substitute teacher certificate to teach for more than 90 days in the same assignment.
 - (5) (A) If a person holding a baccalaureate degree and an emergency substitute teacher certificate is not avail-

able, a school district shall use a person who has been certified by the state board as an emergency substitute teacher. A school district shall not allow any person who does not hold a baccalaureate degree to teach for more than 15 days in the same assignment or more than 60 days in a semester.

(B) If a local school board can demonstrate, in writing, an insufficient supply of substitute teachers, the board may appeal to the commissioner of education for authority to allow individuals holding an emergency substitute teaching certificate to continue to teach for an additional length of time not exceeding a total of 93 days in a school year.

- (6) If the state board of education has declared a time of emergency, any person holding a five-year substitute teaching certificate or an emergency substitute teacher certificate with a baccalaureate degree may teach for the duration of the time of emergency in a position made vacant by reason of the emergency.
- (7) Each school shall report the names of each certified staff member on the certified personnel report or the supplemental certified personnel report required by the state board. Each certified personnel staff change that occurs between September 15 and the end of the school year shall be reported on a form prescribed by the state board within 30 days after the staff change.
- (c) Student credit. Each school, through the local board of education, shall have a written policy specifying that the credit of any pupil transferring from an accredited school shall be accepted.
- (d) Records retention. Each school shall permanently retain records relating to each student's academic performance, attendance, and activities.
- (e) Athletic practice.
 - (1) Any elementary or middle school that includes any of the grades six through nine may conduct athletic practice during the school day only at times when one or more elective academic courses or a study period is offered to students.
 - (2) A high school shall not conduct athletic practice during the school day, and practice shall not be counted for credit or as a part of the school term.

- (A school shall neither offer credit for athletic practice nor count athletic practice as a physical education course. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Dec. 27, 1996; amended Aug. 27, 1999; amended September 24, 1999.)

91-31-20. Required programs.

- (a) Foreign language. Each board of education shall provide the opportunity for students to study a foreign language. The program of study shall provide for a minimum of two academic years of study of the same language at the elementary or secondary level. Total instructional time for elementary programs shall be equivalent to that of two-year secondary programs.
- (b) Human sexuality.
- (1) Each board of education shall provide a comprehensive education program in human sexuality, including information about sexually transmitted diseases, especially acquired immune deficiency syndrome (AIDS).
 - (2) The program shall:
 - (A) include instruction at the elementary and secondary levels;
 - (B) require that teachers and building administrators have appropriate academic preparation or inservice training designed to develop a basic knowledge of and a sensitivity to the area of human sexuality;
 - (C) require that all teachers who teach courses in human sexuality hold appropriate certification to provide such instruction; and
 - (D) include procedures whereby any pupil, whose parent or guardian so requests, shall be excused from any or all portions of the program without any penalty resulting from the action.
 - (3) Each board of education shall determine the specific curriculum of the program and the grades in which the program is to be offered. The curriculum shall be

specified in writing and shall be on file in the board of education office.

- (4) The provisions of this subsection shall not be construed as requiring, endorsing or encouraging the establishment of school-based health clinics or the teaching of birth control methods.
- (c) Kansas history and government.
 - (1) Each board of education shall include in its social studies curriculum, within one of the grades seven to 12, a course of instruction in Kansas history and government. The course of instruction shall be at least nine consecutive weeks and at least 1,800 minutes.
 - (2) Each board of education shall:
 - (A) Determine the specific curriculum and the grade in which the course of instruction is to be offered; and
 - (B) waive this requirement for any student who transfers into the district at a grade level above that in which the course of instruction in Kansas history and government is taught.
- (d) Each elementary school shall maintain an organized physical education program. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Dec. 27, 1996.)

91-31-21. Graduation requirements.

- (a)
 - (1) Except as otherwise provided in this regulation, each board of education shall adopt a written policy specifying that pupils shall be eligible for graduation only upon completion of requirements which include at least the following:
 - (A) four units of English language arts, which shall include three units in English. The building administrator may waive up to one unit of this requirement if the administrator determines that a pupil can profit more by taking another subject;
 - (B) three units of social studies, which shall include one unit of United States history and at least 1/2 unit of United States government, including the Constitu-

- tion of the United States, and except as otherwise provided in S.B.R. 91-31-20, a course of instruction in Kansas history and government;
- (C) two units of science, including one unit as a laboratory course;
- (D) two units of mathematics;
- (E) one unit of physical education, which may include one-half unit of health, safety, first aid, or physiology. This requirement shall be waived:
- (i) upon receipt of a statement by a licensed physician that a pupil is mentally or physically incapable of participating in a regular or modified physical education program; or
- (ii) when the requirement is contrary to the religious teachings of the pupil, as indicated in a written statement, signed by a lawful custodian of the pupil; and
- (F) nine units of elective courses.
- (2) A minimum of 21 units of credit shall be required for each graduating class.
- (3) Any board of education may increase the number of units of credit required for graduation. Any additional requirements of the board of education that increase the number of units of credit required for graduation shall apply to those students who will be in the ninth grade class the following school year.
- (b) The governing body of any district may adopt locally-determined graduation requirements different from those prescribed in subsection (a) if those requirements specify that students will be eligible for graduation upon the completion of at least the minimum total units of credit required by paragraph (a)(2). The required units of credit shall include one unit of United States history and at least 1/2 unit of United States government, including the Constitution of the United States, and except as otherwise provided in S.B.R. 91-31-20, a course of instruction in Kansas history and government.
- (c) Graduation requirements established by any local board of education shall comply with statewide educational goals adopted by the state board and shall have broad-based community involvement in their formulation. Requirements adopted under subsection (b) shall have state board approval

before implementation in the district. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Dec. 27, 1996.)

91-31-22. Elementary schools.

An elementary school shall not be, or retain its status as a candidate, accredited or accredited conditionally, if the school does not have an enrollment of 10 or more students on September 20 of any school year. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Dec. 27, 1996.)

91-31-23. Interscholastic athletics.

- (a) A board of education shall not allow any student below the sixth grade level to participate in interscholastic athletics.
- (b) A board of education may allow any student at the sixth grade level or higher to participate in interscholastic athletics.
- (c) If a board of education allows students at the sixth grade level to participate in interscholastic athletics, the board of education shall comply with guidelines adopted by the state board for such interscholastic athletics.
- (d) A board of education may join the Kansas state high school activities association and participate under its rules and regulations. A board of education which does not join that association shall comply with guidelines for interscholastic athletics adopted by the state board. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Dec. 27, 1996.)

91-31-24. On-site visits.

- (a) Each school shall evaluate its progress in meeting the goals of its school improvement plan in preparation for both on-site visits to the school.
- (b)
 - (1) Each school shall select an on-site team for each accreditation cycle.
 - (2) Whenever possible, the same on-site team shall conduct on-site visits during an accreditation cycle.

- (c) (1) Each on-site team shall be comprised of the following:
 - (A) A team chair approved by the state board; and
 - (B) at least two other members from outside the school district who have background and skills in school improvement.
- (2) (A) On-site team members shall not have had any formal relationship with the school within the past five years, except that a school may select any team members to serve for one succeeding accreditation cycle.
- (B) Each school shall replace at least 50 percent of the on-site team membership in the succeeding accreditation cycle.
- (C) The team chairperson may be reappointed to serve from one accreditation cycle to the next, but may serve as team chairperson for only one accreditation cycle.
- (d) During the first on-site visit, the on-site team shall do the following:
 - (1) Facilitate the school's self-review;
 - (2) review the school improvement plan and provide feedback about the targets selected in the school improvement plan; and
 - (3) determine if any technical assistance is needed.
- (e) (1) The accreditation visit shall be conducted before June 30 of the fifth year of the accreditation cycle. During the accreditation visit, the on-site team shall do the following:
 - (A) Review the school's progress toward improvement plan standards; and
 - (B) make a recommendation to the state board regarding the school's accreditation status.
- (2) The accreditation team shall examine and analyze the following information in determining whether or not to recommend accreditation:
 - (A) The school's annual reports;
 - (B) school improvement data not included in the annual reports;
 - (C) the first on-site visit report;

- (D) the school improvement plan;
- (E) data relating to continuous improvement of student performance in each area targeted for improvement; and
- (F) data relating to the school's performance in state standards not targeted for improvement. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Dec. 27, 1996; amended Aug. 27, 1999.)

91-31-25. Accreditation recommendation and appeal.

- (a)
 - (1) The accreditation team shall prepare a written recommendation regarding the accreditation status to be assigned to the school. The recommendation shall include a statement of the findings and conclusions of the accreditation team.
 - (2) The accreditation team may determine that there is reasonable justification for lack of improvement in one or more areas targeted for improvement or for failure to maintain a level of performance in nontargeted areas. The accreditation team shall include these justifications in its recommendation.
- (b) Within 30 days following the accreditation visit, the accreditation team shall submit its recommendation to the local board of education and to the commissioner of education.
- (c) If the local board of education disagrees with the accreditation team's recommendation, the local board may file an appeal with the commissioner within 30 days after receipt of the accreditation team's recommendation.
- (d)
 - (1) If the local board files an appeal, a consultation shall be ordered by the commissioner and shall be conducted by an appeal team.
 - (2) The appeal team shall consult with one or more of the accreditation team members and one or more representatives of the local board.
 - (3) If there is agreement on the recommendation following the appeal, the appeal team shall forward the accreditation recommendation to the state board.

- (4) If there is no agreement on a recommendation following the appeal, the appeal team shall request the commissioner to appoint a hearing officer to conduct a hearing and forward an accreditation recommendation to the state board
- (e) The recommendation for accreditation status shall be acted upon by the state board. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Dec. 27, 1996.)

91-31-26. Accreditation status.

- (a) Each school shall be classified as one of the following:
 - (1) a candidate;
 - (2) accredited;
 - (3) accredited conditionally; or
 - (4) denied accreditation.
- (b) If a school is granted accredited status, the status shall be effective for five years and the school shall proceed with its next quality performance accreditation improvement cycle.
- (c) The accreditation status of any school may be extended until the school's accreditation status is determined by the state board.
- (d) If a school is accredited conditionally, the school shall develop and implement a one-year modified improvement plan which shall be approved by the state board. Following implementation of the one-year modified improvement plan, the state board shall conduct an accreditation visit and shall determine whether the school shall be accredited or denied accreditation.
- (e) If a school is denied accreditation, sanctions shall be applied. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Dec. 27, 1996.)

91-31-27. Rewards.

- (a) A letter of accreditation and press releases announcing a school's accredited status shall be sent by the state board.
- (b) A school may be recognized in additional ways by the state board. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Dec. 27, 1996.)

91-31-28. Sanctions.

- (a) The following sanctions related to the failure to make progress, to maintain appropriate student performance levels, or to achieve accredited status shall be applied by the state board:
 - (1) A letter of notification identifying the lack of progress or maintenance documented on the annual report; or
 - (2) A letter of notification and press releases announcing conditional accreditation status or denial of accreditation status.
- (b) One or more of the following sanctions may be applied by the state board to a school denied accreditation.
 - (1) The state board may direct that district personnel or resources be reassigned or reallocated within the district by the local board of education.
 - (2) The state board may direct that the local board of education hire one or more designated persons to assist the school in making the changes necessary to improve student performance.
 - (3) The state board may recommend to the legislature that it approve a reduction in state funding to the local school district by an amount which shall be added to the local property tax imposed by the local board of education.
 - (4) The state board may recommend that the legislature abolish or restructure the local district.
 - (5) The state board may recommend other action as deemed appropriate. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Dec. 27, 1996.)

91-31-29. Public disclosure.

At least once each year, each school shall notify the school board, parents, and community of the school's status in the accreditation process and the progress the school has made in school improvement. Within 60 days after being notified of the final determination of its accreditation status, each school shall disclose the accreditation results, including deficiencies and the plan to address such deficiencies, to the school board, parents, and community. The school shall

make all notices and disclosures available in the primary languages of the community. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Dec. 27, 1996.)

91-31-30. Waiver.

- (a) Any school may request a waiver from one or more accreditation requirements imposed by the state board. Any request for a waiver shall meet the following requirements:
 - (1) The school shall make the request, in writing, to the commissioner of education.
 - (2) The chief administrative officer of the school shall sign the request. If the request is by a public school, the superintendent of the unified school district shall sign the request.
 - (3) In the request, the school shall state the specific requirement or requirements for which the school is requesting a waiver and shall indicate how the granting of the waiver would enhance improvement at the school.
- (b) The commissioner of education, within 30 days after the receipt of a request for a waiver, shall make a recommendation to the state board to either grant or deny the request.
- (c) The request and the recommendation from the commissioner of education shall be considered by the board and the final decision on whether to grant or deny the request shall be made. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Dec. 27, 1996.)

